LOCAL GOVERNMENT SERVICES DIVISION

Assessment Bulletin

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ASSET NEWS

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Contact us:

To comment on this or other issues of ASSET News, please contact Diane Nickle, of the Assessment Services Branch, at (780) 422-8054 Or send an e-mail to diane.nickle@gov.ab.ca

ASSET News items marked with ➢ may be of particular interest to a municipality's chief administrative officer (CAO).

➢ 2005 equalized assessment report

A Ministerial Order (MO L:169/04) has been approved to extend the date for the province to prepare the 2005 equalized assessment from November 1 to December 31, 2004.

The extension provides time for the department and municipalities to reconcile the 2004 ASSET data submissions that will be used in the calculation of the 2005 equalized assessment.

Alberta
MUNICIPAL AFFAIRS

➢ 2005 education property tax requisition

Municipal Affairs will be using the 2005 equalized assessment as part of the calculation of each municipality's 2005 education property tax requisitions.

In recent years, the formula for calculating each municipality's education requisition has included a four-year averaging of equalized assessments. If a similar formula is used in coming years, the 2005 equalized assessment will be used in determining future education property tax requisitions.

In September, the Assessment Services Branch (ASB) forwarded a Property Assessment Growth form to each municipality showing the 2004 assessment data that was submitted into the ASSET system. The primary purpose of the form was for municipalities to provide the ASB with an estimate of their real growth. Municipalities were also asked to review the 2004 assessments shown on the form (that is, the 2004 assessment data reported to the ASSET system as of September 20, 2004).

If you have not done so already, please review the 2004 assessment data shown on the form to confirm that it accurately reflects your municipality's 2004 taxable assessment.

If you believe that there are any discrepancies between the 2004 assessment data shown on the growth form and the assessments in your municipality's 2004 tax roll, the assessor needs to reconcile those discrepancies in the ASSET system as soon as possible.

If you have any questions, or if you require another copy of the Property Assessment Growth form, please contact Pat Chelen at (780) 422-8406, or Dave Sargent at (780) 422-8332, without delay.

Assessors who need help to make adjustments and revisions in ASSET can reach Brian Ferguson at (780) 422-8396 or Sandy Husar at (780) 422-8362 for assistance.

• Assessment data review report

ASSET users now have access to a Microsoft Excel spreadsheet that the department has been using in its review of the 2004 ASSET submissions. The liability assessment data spreadsheet allows users to arrange the data in a variety of ways, such as actual use codes, property types, and liability codes, etc.

The liability assessment data spreadsheet can be accessed by drilling down through the following selections in the ASSET system:

→Analysis and Reporting

→ Assessment data queries

→ **Liability assessment data**

Municipal Affairs' staff have found that the spreadsheet allows them to quickly pinpoint areas that may require further review (for example, a property described as having a farm land actual use but coded as non-residential in the liability code information).

• Updated reporting requirements

At meetings in September and October 2004, the Equalized Assessment Panel (EAP) Technical Committee discussed the next steps for full implementation of the ASSET system.

In its deliberations, the committee advised that municipalities should submit the following information as set out in the Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual:

- Land use and actual use data – For the 2005 tax year, assessors will need to submit all four levels of actual use data on the land use (zoning) and the actual use of properties. The most recent version of the actual use table in the manual is available in ASSET and on the Municipal Affairs' website.

- Improvement classifications and tax exempt properties – For the 2006 tax year, assessors will need to submit information on improvement classifications (Model Quality Structure codes) and on the legislative authority for tax exempt properties.

• Topics for future issues of *ASSET News*

If you have a question or a topic that you would like to see addressed in a future issue of *ASSET News*, please send an email to Diane.Nickle@gov.ab.ca.